



LOS ANGELES COUNTY COMMISSION ON HIV

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While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

OPERATIONS COMMITTEE MEETING MINUTES June 17, 2010

Approved
7/15/2010

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Mike Johnson, <i>Co-Chair</i>	Michael Green	None	None	Jane Nachazel
Nettie DeAugustine, <i>Co-Chair</i>	Robert Sotomayor			Craig Vincent-Jones
Sergio Aviña				
Fredy Ceja				
Dean Page				
Karen Peterson				

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- 2) **Minutes:** Operations Committee Meeting Minutes, 4/15/2010
- 3) **Email:** Recommendation for revision of Commission Nominee Evaluation/Scoring Form, 5/17/2010
- 4) **Form:** Commission Nominee Evaluation/Scoring Form (Draft), 6/17/2010
- 5) **Form:** Commission Nominee Evaluation/Scoring Form, 6/17/2010
- 6) **Roster:** Los Angeles County Commission on HIV Membership Roster, 5/5/2010
- 7) **Table:** Los Angeles County Commission on HIV, Seat Distribution, *ongoing*
- 8) **Commissioner Renewal Application:** Carla Bailey, 6/17/2010
- 9) **Commissioner Renewal Application:** Bradley Land, 6/17/2010
- 10) **Commissioner Renewal Application:** Jennifer Sayles, 6/17/2010
- 11) **Policy/Procedure:** Determining Commission Representation at Conferences/Meeting and Other Activities (draft), 6/17/2010
- 12) **Form:** Consumer Application for Participation in Designated Conferences/Meetings/Representation, 6/17/2010
- 13) **Outline:** 2010 Advocacy Training (draft), 6/17/2010
- 14) **Summary:** Training: Introduction (draft), 6/17/2010
- 15) **Summary:** Training: Skills Building (draft), 6/17/2010
- 16) **Spreadsheet:** Comprehensive Commission on HIV Training (blank), 6/17/2010
- 17) **Spreadsheet:** Los Angeles County HIV Comprehensive Training Inventory/Plan (draft), 6/17/2010

1. **CALL TO ORDER:** Mr. Johnson called the meeting to order at 12:45 pm.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order with Consumer Caucus moved up (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve 4/15/2010 Operations Committee Meeting minutes (*Passed by Consensus*).
4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
5. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
6. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.

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7. CO-CHAIRS' REPORT:

- ➡ The 7/1/2010 meeting will be moved up to 10:00 am to 12:00 noon on July 15, 2010.

8. OPEN NOMINATIONS PROCESS:

- Mr. Johnson reported several renewal applications remain outstanding. Those who do not reapply timely may be replaced.
- Mr. Vincent-Jones noted that there is no requirement that provider representatives on the Commission have to be staff members of a Ryan White-funded agency, or staff at all. In fact, he indicated there is one provider representative on the Commission who does not earn his income from the agency and SPA he represents.
- Mr. Ceja requested emphasis on empty consumer seat recruitment. Mr. Vincent-Jones noted recruitment for Consumer and Provider SPA 7 seats without result. Potential applications from SPAs 4, 5 and Consumer District 3 are being held because they might add more non-Latino members to the Commission, and the Latino reflectiveness would fall below acceptable thresholds required by HRSA.
- Mr. Vincent-Jones reviewed other vacant seats:
 - ⇒ **Health Care Provider:** Eric Daar resigned, but there might be another HIV specialty physician interested;
 - ⇒ **Consumer District 5:** no one currently identified as prospects;
 - ⇒ **Part D representative:** only two agencies—one is not interested, and the other is facing survival challenges;
 - ⇒ **Medi-Cal representative:** never has been an interest, and past representatives have been poor participants, and now that the State Office of AIDS and Medi-Cal are in different State Departments, there is little leverage we can use to advocate for a representative;
 - ⇒ **State Office of AIDS (OA) representative:** Ayanna Kiburi, Chief of the Care Branch, is submitting her application; and
 - ⇒ **PPC representative, non-voting:** no news.
- ➡ The following Committee members will actively recruit members for seats as noted:
 - ⇒ Mr. Aviña will discuss Consumer and Provider SPA 7 seats with Elizabeth Medina;
 - ⇒ Mr. Ceja will recruit a Latino client for the Consumer SPA 4 seat;
 - ⇒ Angélica Palmeros will be asked to recruit a Latino client for the Consumer District 5 seat.

A. Score Sheet Review:

- Mr. Johnson sought more specificity so that criteria for new and returning members could be evaluated more objectively.
- Mr. Vincent-Jones said HRSA designates 15 representative requirements of the planning council membership, in addition to the demographic thresholds a planning council must meet. The Commission assigns extra points to members of populations who are historically and/or currently difficult to recruit onto the planning council. Los Angeles County once lost a point from its Conditions of Award (COAs)—which the Commission calculated cost the EMA about \$300,000—when the Commission fell one Latino unaffiliated consumer short of the Commission's minimum Latino membership proportion required by HRSA. HRSA still monitors planning council composition, and while it is not currently a COA, it could be re-instated at any time.
- The Commission has currently met its minimum Latino membership requirement, but has had to impose a moratorium on non-Latino appointments until another Latino consumer can be recruited and nominated to the body. Item #5 on the evaluation/scoring sheet allocates additional points to members of identified targeted populations by putting Latino and other consumer candidates at equal footing in the application process with candidates who are often much more familiar and knowledgeable about the complexities of the Ryan White Program and other complicated topics the Commission regularly addresses.
- The Committee made the following revisions to the Commission candidate evaluation/scoring form:
 - ⇒ Add "Interview" section, 5 points;
 - ⇒ 1) "Communication Skills, Communication": add "Comprehension," 5 points; reduce "Written Communication," from 10 to 5 points;
 - ⇒ 2) "Effective Experience with Commission or Other Similar Body": Collapse points for 20 overall on new applicants, but retain breakout on renewals;
 - ⇒ 3) "Background, Volunteer Experience": Delete "Volunteer Experience" and assign 5 points each to "Practical HIV/AIDS Experience" and "Public Policy Experience";
 - ⇒ 4) "Effectively Represents Proposed Constituency": Clarify that applicant needs to represent both his/her own demographic population and others represented by the seat;
 - ⇒ 5) "Demographic Representation, Targeted Special Populations": Add "Female Consumers";
 - ⇒ 6) "Recommendations/Verifications," Clarify that recommendations need not be in writing;
- ➡ Mr. Aviña and Mr. Ceja will help Ms. Peterson recruit Latinos from SPA 1. An overall Latino membership recruitment plan is being developed.

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- ➡ Mr. Vincent-Jones and Mr. Ceja will develop separate new and renewal scoring sheets. Renewals will highlight actual performance including attendance and enhanced emphasis on judgment, consensus building and respect for colleagues. Michael Green's formatting comments will be incorporated. Draft scoring sheets will return to Committee for review at its next meeting.
- ➡ Rewrite suggested interview questions after the two separate application forms are finalized.

B. Candidate Nominations:

MOTION #3 (DeAugustine/Peterson): Nominate Carla Bailey to the Consumer District 2 seat and forward to the Commission for approval and submission to the Board of Supervisors for appointment (*Passed by Consensus*).

MOTION #4 (Johnson/Page): Nominate Bradley Land to the Board Office District 5 seat and forward to the Commission for approval and submission to the Board of Supervisors for appointment (*Passed by Consensus*).

MOTION #5 (Johnson/Page): Nominate Jennifer Sayles to the Part B Fiscal Agent seat and forward to the Commission for approval and submission to the Board of Supervisors for appointment (*Passed by Consensus*).

- ➡ Co-Chairs will discuss the concerns about some of Dr. Sayles', OAPP's Medical Director, past remarks about the validity or authority of various Commission processes directly with Mario Pérez, the OAPP Director.

9. CONSUMER CAUCUS:

A. Consumer Stipends:

- Mr. Vincent-Jones noted the Policy/Procedure and application to send consumers to events was in the packet.
- HRSA prohibits Ryan White funds from being used for travel/conferences, etc., except for pre-approved meetings, which are mainly the biannual All Grantee conference and other training meetings.
- The Executive Office can fund some other events with justification, as an indirect expense, but it is very limited.
- The Commission has historically periodically selected consumers to go to the All Grantees Meeting, this year's in August. The new process provides a more open and transparent selection process for all such events.
- The application, which Mr. Land worked on, includes why the member wants to represent the Commission, how it will improve his/her Commission performance and how information will be disseminated to the Commission and broader community. It asks for demographic and previous activity information to help foster broad representation.
- Mr. Vincent-Jones developed the policy which includes criteria for any pertinent event. The Policy/Procedure uses "Commission member" as a generic term for Commissioners, alternates, committee members and staff.
- Any Commission member can attend a meeting in the County or adjacent counties that incurs no cost. To officially represent the Commission, the member must request and receive Co-Chair prior approval consistent with past practice.
- Members can be selected for activities that incur cost if the Commission has a specific interest in the event. Interests may affect selection such as the best person to assist with a presentation or to express a policy point in Sacramento.
- The Commission also seeks to send nonaligned consumers to activities for their own and general membership development. Selection from applications will review who will best represent the Commission, will benefit most, is best suited, and will best use information gained. Commission performance/involvement and previous opportunities will also be considered.
- Commission members may recommend activities to the Executive Director. The Executive Director and Co-Chairs will decide if Commission interests are served, if funds are available and whether other funding sources are available. If the Commission funds representative(s), application will be opened to all consumer members without preference.
- ➡ Mr. Vincent-Jones will check whether Commission membership qualifies for an USCA scholarship.
- ➡ Finish application, change "Representation" in title to "Sanctioned Activities," distribute to consumers for All Grantees.
- ➡ Add obligations to Policy/Procedure including: active attendance including designated activities, one-page report and communication with Co-Chairs regarding dissemination of information.

MOTION #4: (Aviña/Page): Approve "Determining Commission Representation at Conferences/Meetings and Sanctioned Activities Policy/Procedure" with revisions and forward to the Commission for public comment (*Passed by Consensus*).

10. COMPREHENSIVE TRAINING:

A. Consumer Involvement:

- Committee members will email additional comments to Mr. Vincent-Jones.
- ➡ Mr. Vincent-Jones will incorporate previous and emailed spreadsheet comments for July Committee review.

11. WORK PLAN: This item was postponed.

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12. **PROCUREMENT/SOLICITATION PROCESS REFORM:** This item was postponed.
13. **ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):** This item was postponed.
14. **COMMISSION OPERATIONS:** This item was postponed.
15. **TASK FORCES:** This item was postponed.
16. **COMMITTEE ACTIVITIES:** This item was postponed.
17. **POLICIES AND PROCEDURES:** This item was postponed.
18. **ORDINANCE REVISIONS:** This item was postponed.
19. **NEXT STEPS:** This item was postponed.
20. **ANNOUNCEMENTS:**
 - Bradley Land will present an award to Al Ballesteros at the 6/10/2010 Whittier Rio Hondo AIDS Project annual fundraiser.
 - The launch for the 3rd Annual CARE to Dine benefitting the C.A.R.E. Program is 7/11/2010. Care to Dine will be 8/12/2010.
20. **ADJOURNMENT:** The meeting was adjourned at 2:45 pm.